

# MAIN FACS “TIPS & TECHNIQUES”

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**IMPORTANT:** This issue contains important operating information for all users of R★STARS and ADPICS. Please distribute promptly.

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- **CANCELLATION OF EFT'S**

## **CANCELLATION OF EFT'S**

The following software modification will be in production on Monday, November 18, 2002. New functionality for cancellation of EFTs will become available. Due to additional manual processes created, EFT cancellations should only be used when agencies do not have an alternative to collect or adjust for an incorrect EFT payment(s). For example, it is acceptable to cancel an EFT payment when an EFT payroll transaction was generated for an employee that has been terminated, is not entitled to the EFT payment, and will not have future payroll transaction to adjust against.

### 47K Screen (EFT Document/Payment Range Cancellation)

Agencies can request EFT cancellation only for the prior day's batch run using User Class 83 or 64. To facilitate EFT cancellation, a new screen S47K has been added to R★STARS. Users can request cancellation of one or more EFT payments using either the "Cancel by Document Range" line or "Cancel by EFT Event Range" line. The EFT transactions (EFT Events) needing cancellation can be recalled by entering "PM" for transaction type and entering the document or EFT event range line. If the EFT Events are not from the prior batch run, an error message will be received. Once the EFT Events are recalled, the user should enter "CN" in the transaction type field along with a reason code between U01 to U05 in the reason code field then save using the F10 key.

Reason Codes are defined as follows: U01 – Issued in Error, U02 – Incorrect Vendor, U03 – Incorrect Amount, U04 – Incorrect Accounting Classification, and U05 – Duplicate Payment.

### 47F Screen (EFT Event Approval Listing)

Treasury will approve EFT cancellations using the 47F screen. The cancellation program will run every day at 10:15 a.m. (therefore, all cancellations should be requested by 9:00 a.m. to allow sufficient time for Treasury approval).

### Reports Available for Cancellations

Agencies may retrieve all successfully processed requests on the following reports:

DAFR3051 Vendor – EFT Returns/Reversals/Reclamations/NOC'S Cancellations

DAFR3052 Retirement – EFT Retrns/Revrsls/Reclmntns/NOC'S/Cancels and Prenote Retrns/NOC'S

DAFR3053 Payroll – EFT Retrns/Revrsls/Reclmntns/NOC'S/Cancels and Prenote Retrns/NOC'S

DAFR3054 Individual Income Tax EFT Retrns/Revrsls/Reclmntns/NOC'S/Cancels and Prenote Retrns/NOC'S

### Untimely Request and Approval of Cancellation Transactions

Cancellations approved after the cancel program has run will be converted to reversals in the nightly batch cycle. In this circumstance, it is too late to prevent the EFT payment(s) from posting to a payee(s) bank account(s). The reversal transaction(s) will successfully return EFT payments from the payee(s) bank account(s) if funds are available. As with cancellations, converted reversals require Treasury approval.

### 47E Screen (EFT Event Request)

The 47E screen can be used to track the transaction history. Unapproved or rejected cancellation and reversal requests can be deleted from the 47E screen.

### Bank Reject Reports

Although a bank rejection of a cancellation transaction is unlikely, the following reports are available for bank EFT payment and cancellation rejects:

DAFR3055 Vendor – EFT Rejects

DAFR3056 Retirement – EFT Rejects

DAFR3057 Payroll – EFT Rejects

DAFR3058 Individual Income Tax – EFT Rejects

### EFT Clearing Fund (4500) Reclass

If a cancellation has successfully processed, agencies should reclass the funds from the EFT Clearing fund back to the coding block of the original transaction using the same Bank ID for both halves of the journal voucher.

### Contract & Payment Express

If an EFT payment has been cancelled, neither the EFT payment nor cancellation information will appear as remittance detail for viewing by Vendors/Payees on the Contract & Payment Express Web site.